

## UG 3rd Semester Examination 2021

### English (General)

#### Paper- SEC 1

(CBCS)

Full Marks : 32

Time : Two Hours

The figures in the margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

#### Unit- 1

1. Write short notes on any two of the following in about 150 words each: 4×2=8

Feedback

Listening Skills

Non-Verbal Communication

Encoding

Semantic barriers

#### Unit -2

2. Draft the minutes of a meeting from any one of the given particulars: 8×1=8

**(a)** Meeting of the managing committee of Delhi World Public School, Malda was held on 21/09/2021 at the Seminar hall at 3 pm in which the following matters were discussed:

- Minutes of the previous meeting held on 15/08/21
- Re -opening of the school after covid crisis
- Proper sanitization of the school premises to be done
- Covid protocols to be maintained by the stakeholders
- Formation of a Monitoring committee for implementation of covid rules

Or

**(b)** 44th meeting of the Flat Owners' Association was held on 12/11/21 at 7 pm on Sunday in the Community Hall, Sanket Apartment, Raiganj in which the following matters were discussed:

- Minutes of the previous meeting held on 11/10/21
- Appointment of a new watchman
- Donations for flood relief
- Permission to sell flats

- Purchase of generators
- Miscellaneous matters with permission from the chair

### Unit-3

3. Draft the reply to any of the following emails: 4×1=4  
(a) Subject: Selection of coder

Dear Mr. Thakur

Welcome! Your application to ABC has been approved. We are very glad to have you as one of our new coders.

As informed before, our vision at ABC is to be one of the best sites where we provide quality learning solutions to students all over the world. With millions of users, our site needs efficient coders for maintenance.

As you have been selected by our team, we want some relevant information regarding your academic background and previous experience (if any).

It will be very helpful if you provide us with the information sought.

Looking forward to hearing from you.

Yours sincerely,

Latika Jain

Managing Director

ABC Team

New Delhi, Sector-3

Or

**(b)** Dear Mr. Banerjee,

I am pleased to inform that our company is organizing a conference on "New Age IT Solutions" between 12 and 14 September, 2022.

We would like to invite you as one of the guest speakers for a session of 2 hours, which will include interaction with the participants.

Please let us know if August 13, 11 am would be convenient for you. We will be thankful if you accept our invitation.

We look forward to your positive response.

Kind Regards,

Amrita Nandi

Network Solutions

124/67 Nehru Place

4. Correct the error in any eight of the following sentences: ½×8=4

- a. The book is belonged to me.
- b. I support your polity.
- c. He writes in a verbal style.
- d. I needed him in a hotel.
- e. He spent his all for this house.
- f. They departed to Tokyo.

- g. He is senior than me.
- h. He has lots of rupees.
- i. He is not so strong like you.
- j. It is necessary that you go here.
- k. He got a pension till his life.
- l. My circumstance is bad.
- m. He has obtained full mark.
- n. He didn't ariv at time.
- o. My all books are lost.
- p. He took his birth in 1980.

#### Unit - 4

5. Write a project report from the following details:

8×1=8

**(a)** You are Ms. Roy, the Foreman of the Machine Department in the Indian Machine Parts Manufacturing Company Ltd., Kolkata. Yours is a medium-sized organization which manufactures machine parts to supply to various MNCs.

Your Purchase Manager informs you that because of increased demand for machine parts of your company, the company is interested in buying a machine from a noted manufacturer in India, the PMM Company. He hands you a letter, requests you to make a survey, undertake a market survey of prices, and write a report with your suggestions.

**Or**

**(b)** Write a project report for the Board of Directors of Ranisati Rice Mill about setting up a new Rice Mill at Kamalabari in Malda Town, mentioning the following points:

Establishment Cost (Plant and Machinery)

Resource and Transportation

Target and Time line

Total Project Cost

Profit and Risk